



**To:** Dr. Jeffrey Cassell, Superintendent  
**From:** Vonda Hutchinson, Executive Director of Finance  
**Date:** August 9, 2019  
**Re:** Recommended Sick Leave Policy

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The Finance Department, in consultation with the Personnel Department, is recommending a change to the sick leave policy to limit sick leave accumulation based on changes in VRS, laws, and regulations. This change will limit the School Board's financial liability, while maintaining a competitive and comprehensive leave policy.

1. Our hybrid employees qualify for short-term disability after being employed for a full year. Our short-term policy will pay our employees 60% of their wage. In order to be paid for a full day, employees only have to use 40% of an earned sick leave day. Short-term disability can last up to 125 days. During this time employees are paid 100% of their wages, while using only 50 sick leave days. After 125 days of short-term disability, the employee would be placed on long-term disability and would no longer be a School Board employee, but would receive the long-term disability benefits. By capping the sick leave accumulation at 90 days, we are ensuring our employees have adequate leave to cover their own personal illness or injury, while allowing time for the care of a family member. Family and Medical Leave Act (FMLA) allows for up to 60 days per year. There are currently no hybrid employees with more than 90 sick leave days.
2. Limiting Plan 1 and Plan 2 employees to 150 days will allow any employee the benefit of using their 60 FMLA days for two and a half years. During this time, an employee will have earned an additional 25 days of sick leave. While the School Board is always concerned about their employees' health and well-being, as well as that of their family members, the School Board must ensure our students and staff get a quality education and the learning is not disrupted. Essential positions must be filled when an employee cannot continue their primary job duties.
3. At the current time, Waynesboro Public Schools has twenty-seven (27) employees that have more than 150 sick leave days. For these individuals, we would put a memo in their payroll folders detailing the number of days in excess of 150. So, if they happen to use all their sick leave days and are in need of additional days we can reference this memo and process additional sick leave days for that employee.
4. Current records do not indicate a time where an employee needed to use the maximum allowed FMLA days for two (2) consecutive years.
5. Our current policy pays for up to 120 sick leave days at retirement or separation of service, if employed for five years with the School Board.